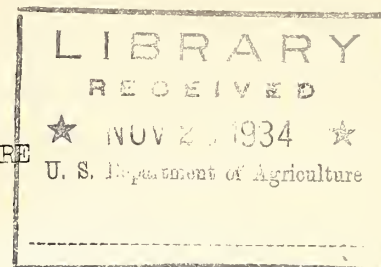


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UNITED STATES DEPARTMENT OF AGRICULTURE
Weather Bureau
Washington



Office of the Chief

October 20, 1934.

CIRCULAR

SUPERVISION AND INSPECTION OF AIRWAYS WEATHER SERVICE

1. The Circular, "General Supervision and Inspection of Airways Weather Service", dated May 20, 1932, is hereby revoked, and beginning November 10, 1934, the assignments and instructions given herein will be effective. It will be noted that little change is involved in the fundamental idea contained in the original instructions, but that the assignments of general supervision are changed to conform to a uniform system, and the duties and extent of supervision of the general supervising stations are somewhat more definitely stated.

I. General Supervision of Airways Weather Service

2. "General supervision" of airways service is assigned under this Circular only to the ten present four-hourly airways forecasting centers, as experience has shown that inspections and other details of organization and administration can be most efficiently handled therefrom. The assignments to these stations correspond to the assignments for four-hourly forecasting, except in a few cases involving airways for which no regular forecasting service is now assigned.

3. The "general supervising station" will be responsible for organizing, administering and coordinating the service over the airways assigned to them for general supervision in such a way as best to meet the needs of the air traffic using these airways. In general, this means that they will perform the following functions:

(a) Make recommendations to the Central Office for:-

1. Opening or closing of substations.
2. Additional reports involving commercial tolls.
3. Increased or decreased compensation to airways observers.
4. Inspections of airways or individual stations.
5. Disposition of instruments of closed stations.

6. Instrumental equipment for new stations or additions to that of stations already established.
7. Additions or reductions in personnel at airport or airways stations in their districts.
8. Assignment of checking work on Forms 1136-1140.
9. Other such matters as may arise and require such action.

(b) Conduct correspondence with other first-order or airport stations or with substations as may be required by circumstances. When referring to stations under the general supervision of another station, the correspondence shall be sent through that station. Also, when referring to substations under the direct supervision of the first-order or airport station the matter shall be taken up through that station.

(c) Conduct all correspondence with the District Managers of the Department of Commerce. Stations other than general supervising stations are not authorized to do this, questions arising at those points requiring such action to be referred to the general supervising station.

NOTE:- Copies of correspondence as outlined above will be sent to the Central Office when the matter is considered to be of sufficient importance.

(d) Advise the Central Office of general increases or decreases of air traffic or necessity for service over the airways assigned. This does not mean the reporting of the elimination or addition of one or two schedules, or substitution of one for another, etc., but rather changes of some magnitude affecting the service as a whole, such as discontinuance of airways, new airways, proposed new airways, rerouting of old, etc.

(e) Consider recommendations, requests, etc., of direct supervising stations as concerns airways matters, indicating concurrence or non-concurrence.

(f) Assume property accountability for all Weather Bureau property located at stations manned by Department of Commerce personnel, except when in the opinion of the general supervising official, this may be handled best by a local Weather Bureau Office or airport station. The final arrangement will be presented to the Central Office for approval before becoming effective.

4. Other Weather Bureau stations on these airways will send all recommendations, correspondence, etc., concerning matters involving these airways to the Central Office through the Official in Charge of the general supervising station, who will indicate by proper indorsement his approval or disapproval of the matter, except that in cases of emergency the matter may be forwarded direct to the Central Office and a copy of the correspondence, or advice as to action taken, forwarded to the general supervising station. When the action is recommended the general

supervising station official may so indicate by writing the word "recommended" at the head of the letter and initialing under this; if disapproved, proper typewritten indorsement will be forwarded to the Central Office with the correspondence. The Central Office will not consider recommendations made by other than general supervising stations through other than these channels.

5. The general supervising station will have the direct supervision of any or all intermediate weather reporting stations on the airways assigned to their general supervision at which the reports are made by employees of the Department of Commerce and the station is equipped with Department of Commerce teletype or radio. In this connection and that of the transfer of general supervision in some cases, attention is called to the necessity for the former general supervising station to request authority from the Central Office, through channels as outlined in paragraph 4, to transfer property at such stations from their accountability to that of the general supervising station indicated under this Circular, except that, if recommended by the general supervising station and approved by the Central Office, this accountability may be held by a local Weather Bureau Office or airport station. Officials concerned are to make certain that the regular procedure covering such transfers is conformed with.

6. The "direct supervision" of each individual Weather Bureau airways station, which includes carrying of property accountability, preparation of pay rolls, rendering Form 4076 for new observers or discontinuance of old, selecting new observers, and other administrative matters concerning the station, will be continued as heretofore under the first-order or airport station to which this has been assigned.

7. The changes in general supervision involved in this Circular, will make changes necessary in Forms 1144-Aer. (station record cards). However, since these are relatively simple to effect, this work will be done at the Central Office, and the paper Forms indicating these changes need not therefore be submitted by the stations concerned in this particular case. This, however, does not change instructions regarding submission of corrections regarding direct supervision or in other future cases.

8. The responsibility delegated to the general supervising stations under the foregoing procedure makes it imperative that officials having charge of these stations work with the best interests of the Bureau in mind at all times. Requests for service or changes in service should be carefully considered from this viewpoint. Further, this responsibility requires that the officials exercising it use judgment in connection with matters transmitted to the Central Office. In many cases, these are received containing no definite recommendations and shifting the entire matter from the station concerned to the Central Office, which in the large majority of instances has no detailed knowledge of the matter, This, of course, results in delay and additional correspondence. The Central Office is an extremely busy place and the details

to be handled and remembered are numerous, with the result that such procedure on the part of station officials badly aggravates the situation. All matters concerning problems of service referred to the Central Office will, therefore, be accompanied by definite recommendations for consideration, preferably arranged in numbered paragraphs at the end of the letter or indorsement.

9. The general supervising station may delegate any of the duties outlined under paragraph 3, except correspondence with other general supervising stations or with Department of Commerce District Managers, to an important airport station on the airway concerned, such delegation to have the prior approval of the Central Office. These stations would of course address all letters through the general supervising station, over the signature of the Official in Charge of the city office.

10. Visits to individual airways stations for purposes of installing equipment, obtaining new observers, etc., will be made when necessary and advisable by the personnel of the direct supervising station upon specific authority. Recommendations for such visits will be made on Form 4067 and will be sent through the general supervising station for the airway concerned, except in case of emergency not permitting delay.

11. Changes in the direct supervision of Weather Bureau airways stations as may be considered advisable and necessary under the terms of Circular will be given consideration at the Central Office upon receipt of recommendations from the general supervising station.

12. The four-hourly weather reporting work at Weather Bureau first-order or airport stations telegraphing such reports will be under the supervision of the station to which the reports are telegraphed. This supervision will consist of inspection of the reports and the issuing of error Forms when necessary.

II. Inspection of Airways Weather Service.

13. Within the limits of available funds, the following policy with regard to inspections of airways will obtain:

(a) Inspections of airways equipped with teletype, or radio at intermediate points reporting hourly in a manner similar to that of a teletype-equipped airway, will be made semi-annually by the personnel of the general supervising stations concerned, provided that the whole or at least half of them can be inspected in company with the Communications Supervisors of the Department of Commerce and in the automobile provided to that official. This arrangement has the approval of the Department of Commerce. In all cases, the responsibility for making arrangements to accompany the Supervisors will rest with the officials of the Weather Bureau, except that the District Managers of the Bureau of Air Commerce have been instructed by their Washington office to advise the Weather Bureau station concerned two or three weeks in advance

of the date the Supervisors intend to begin a trip. The Weather Bureau officials concerned should then complete the necessary arrangements with the District Managers. It will, of course, be necessary in certain cases to use public conveyance in reaching the point where the Supervisor is to be met, or in returning to station. Form 4067 will be submitted to the Central Office for each trip and authority received before the trip is begun.

(b) Inspections of airways not included under the classification given in "a" above will be made not less than once each year. The journey will be made in company with the Communication Supervisors when practicable. If not practicable, details concerning the necessity for making the inspection at that time and by public conveyance should be given on the Form 4067 submitted. In connection with travel in a personal automobile on a mileage basis, it should be kept in mind that it is necessary that both economy and advantage be shown or travel on that basis cannot be authorized.

14. The inspection trips are to be made in all cases by the personnel of the general supervising stations, except that the general supervising official may delegate this for an airway or section thereof to the personnel of some airport station under his general supervision by recommendation to the Central Office if considered desirable and in the public interest.

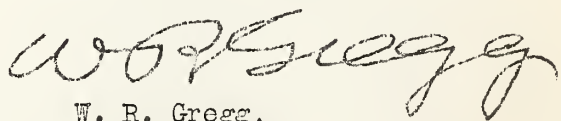
III. Assignments of General Supervision.

NOTE:- In the following assignments, each general supervising station's district has been given a number corresponding to its general location with respect to the Atlantic Coast, e. g., Newark is designated as "I", Atlanta as II, Cleveland as III, etc. This is done in order that the general supervision of stations at the junction points of airways can be readily indicated. This indication will be made by insertion in parenthesis of the number of the general supervising station to which general supervision is assigned following the name of the junction station in question. This system does not of course apply to points where the junction is another general supervising station, nor to airport or first-order stations included within the terminals of the airways indicated, but which are not airways junction points. Stations falling under this latter classification will be under the general supervision of the station to which the general supervision of the airway is assigned. For example, "Omaha (V)-Cheyenne(VII)" indicates that the airway is from Omaha to Cheyenne and that the general supervision of the station at the Omaha junction point is assigned to the general supervising station for district "V", i. e., to Kansas City, and the general supervision of the station at the Cheyenne junction point is assigned to the general supervising station for district "VII", i. e., to Salt Lake City. The general supervision of the North Platte airport station would therefore be located at Kansas City, inasmuch as it is on an airway assigned to that station.

District No.	General Supervising Station	Airway
I	Newark	Newark-Boston(I) Newark-Washington(I) Newark-Buffalo(I) Newark-Albany(I) Albany(I)-Montreal* Albany(I)-Buffalo(I) Albany(I)-Boston(I) Boston(I)-Bangor Boston(I)-Montreal* Newark-Atlantic City (*To International boundary only)
II	Atlanta	Atlanta-Washington(I) Atlanta-Murfreesboro(II) Atlanta-Jackson(VI) Atlanta-New Orleans(II) Richmond(II)-Jacksonville(II) Atlanta-Jacksonville(II) Jacksonville(II)-Miami(II) Daytona Beach-St. Petersburg Washington(I)-Norfolk Murfreesboro(II)-Louisville(III) Murfreesboro(II)-Washington(I) Atlanta-Charleston(II)
III	Cleveland	Cleveland-Newark Cleveland-Chicago Cleveland-Buffalo(I) Cleveland-Washington(I) Indianapolis(IV)-Camden(I) Cleveland-Louisville(III) Michigan Airways (Detroit(III)) Cincinnati(III)-Washington(I) Toledo(III)-Detroit(III)
IV	Chicago	Chicago-Cincinnati(III) Chicago-Louisville(III) Chicago-St. Louis(V) St. Louis(V)-Memphis(VI) Chicago-Twin Cities(IV) Twin Cities(IV)-Pembina Fargo(IV)-Billings(VII) Twin Cities(IV)-Sioux Falls(V) St. Louis(V)-Indianapolis(IV) Milwaukee(IV)-Muskegon(III)

District No.	General Supervising Station	Airway
V	Kansas City	Kansas City-Bismarck(IV) Kansas City-Chicago Kansas City-St. Louis(V) Kansas City-Amarillo(V)- Albuquerque(V) Kansas City-Oklahoma City(VI) St. Louis(V)-Tulsa(V) Omaha(V)-Chicago Omaha(V)-Cheyenne(VII)
VI	Dallas	Dallas-Memphis(VI)-Murfreesboro(II) Dallas-Jackson(VI) Dallas-Galveston Dallas-El Paso(VIII) Dallas-Amarillo(V) Dallas-Brownsville(VI) Houston(VI)-New Orleans(II) Memphis(VI)-New Orleans(II) Dallas-Wichita(V)
VII	Salt Lake City	Salt Lake City-Great Falls Salt Lake City-Boise(VII) Salt Lake City-Las Vegas(VIII) Salt Lake City-Cheyenne(VII) Cheyenne(VII)-Billings(VII) Cheyenne(VII)-Albuquerque(V) Billings(VII)-Missoula(VII)
VIII	Burbank	Burbank-Las Vegas(VIII) Burbank-Albuquerque(V) Burbank-El Paso(VIII) Burbank-San Diego(VIII) El Paso(VII)-Albuquerque(V)
IX	Oakland	Oakland-Medford(X) Oakland-Salt Lake City Oakland-Burbank

District No.	General Supervising Station	Airway
X	Portland	Portland-Seattle(X) Portland-Medford(X) Portland-Pasco(X) Pasco(X)-Spokane(X) Pasco(X)-Boise(VII) Seattle(X)-Spokane-Missoula(VII) Seattle(X)-Vancouver* Seattle(X)-Victoria* (*To International Boundary only)
XI	Juneau	Alaska
XII	Honolulu	Hawaiian Islands



W. R. Gregg,
Chief of Bureau.